

## APPLICATION REQUIREMENTS FOR OBTAINING

### **90-DAY CERTIFICATES and conversion to 2 YEAR OCCUPATIONAL LICENSES**

#### **90-Day Certificates**

A 90-day certificate will permit you to work for a 90-day period without having to complete a preliminary education course and/or the Manufactured Home/Mobilehome or Commercial Coach Salesperson Examination, or having to submit the Salesperson license fee. The certificate is non-renewable and will only be valid to work at the licensed dealership address printed on the 90-day certificate. A certificate holder must work under the direct supervision of a Responsible Managing Employee, as designated by the employing dealer. Persons acting under the authority of a 90-day certificate shall not execute any documents, contracts or listing agreements, or accept any cash or cash equivalent, for the sale or lease of a new or used manufactured home.

To Obtain a 90-Day Certificate Submit all of The Following Items:

1. Application for Manufactured Home/Mobilehome/Commercial Coach 90-Day Certificate (Form HCD-OL 90).
2. Occupational Licensing Application for Manufactured Home/Mobilehome/Commercial Coach Salesperson (Form HCD-OL 16).
3. Occupational Licensing Application for Manufactured Home/Mobilehome/Commercial Coach Manufacturers, Distributors, Dealers and Salespersons, Part B (Form HCD-OL 29).
4. Two (2) fingerprint cards (Form BID-7). SEE SPECIAL NOTE #1.
5. Two (2) full facial photographs, minimum size 1" x 1 1/4" taken from a maximum distance of six (6) feet. SEE SPECIAL NOTE #2.
6. Statement of Citizenship, Alienage and Immigration Status in Support of a Request for State Public Benefits (HCD Form-1) and proof of U.S. citizenship, or qualified alien status with a right to work in the United States.
7. A \$100 fee for a 90 Day Certificate application.
8. Applicant verification fee of \$13 for persons applying for a 90-day certificate or license on or after April 6, 1998, who have not previously paid.

#### **Converting a 90-Day Certificate to a 2 Year Salesperson License**

90-day certificate holders wishing to convert the certificate to a salesperson license must submit all items listed below no later than three (3) months after the expiration of their 90-day certificate. **YOU MAY NOT WORK WITH AN EXPIRED CERTIFICATE.** In order to avoid interruption with your employing dealer, we recommend that you submit the items listed below at least 30 days prior to the expiration of your 90-day certificate. (If you are changing employers, contact the Occupational Licensing Section in Sacramento at 916-323-9803 for the additional forms required).

Please note that your failure to complete your salesperson application within three (3) months after the expiration date of the 90-day certificate renders the application invalid. Applications submitted after that time will require a new salesperson application to include newly completed forms HCD-OL 16 and HCD-OL 29 and photographs, in addition to items (2) through (4) listed below.

1. Submit the 90-day certificate.
2. A copy of the preliminary education certificate of completion. SEE SPECIAL NOTE #3.
3. Proof (examination receipt) of successful passage of the Manufactured Home/Mobilehome or Commercial Coach Salesperson Examination within six (6) months prior to the application date. SEE SPECIAL NOTE #4.
4. A \$200 License application fee.
5. Manufactured Home Recovery Fund fee of \$25. SEE SPECIAL NOTE #5.

#### **SPECIAL NOTES:**

1. HCD offices are not equipped to take fingerprints. Law enforcement offices are equipped for fingerprinting. DO NOT ATTEMPT TO TAKE YOUR OWN FINGERPRINTS.
2. HCD offices will take your photograph upon request. The fee is \$1.50 for each photograph.
3. Every person applying to HCD for the Manufacture Home/Mobilehome Salesperson Examination must have first attended an HCD approved six (6) hour preliminary education course, except as provided in California Code of Regulations, Title 25, Chapter 4, Section 5302. (Not required for commercial coach salespersons).
4. The fee is \$50 for each salesperson examination taken.
5. Each person making application for a Manufactured Home/Mobilehome Salesperson license must pay to the department a fee to be deposited into the Manufactured Home Recovery Fund.